County of St. Clair
Elections Manager

SALARY $24.94 - $32.82 Hourly
$48,640.00 - $64,008.00 Annually

LOCATION St. Clair County Court House 201 McMorran Blvd. Port Huron, MI 48060

JOB TYPE FULL TIME HOURLY

DEPARTMENT Office of the County Clerk

CLOSING DATE Continuous

HOURS Full Time

JOB NUMBER 23-119

REQUISITION # 23-119

OTHER Open to St. Clair County Employees and the Public

POSITION SUMMARY

Under the direction of the County Clerk/Register of Deeds, the Elections Manager is responsible for all phases of the election process. The Elections Manager notifies local election officials of legal elections procedures, coordinates with the local jurisdictions to maintain statewide voter registration system in the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the election process, coordinating all activities, polling procedures, legislative compliance and voter registration.
- Conducts school elections for schools contracted with the County.
- Direct official elections held with the County to ensure accuracy, efficiency and conformance with County, State and Federal election requirements.
- Notifies local election officials of legal election procedures and determines if any changes in state laws affect existing election procedure.
- Acts as quality assurance over elections to ensure compliance.
- Programs voting machines for elections and verifies the program is correct.
- Assists in coordinating voting activities with cities and townships and assists officials with information concerning the voting processes and campaign financing, and notifies officials of requirements set forth by law, rules and Secretary of State Notices.
- Coordinates with the local jurisdiction to maintain the statewide voter registration system in the County.
- Maintains the voter registration file.
- Process voter registrations received from the Secretary of State and Deputy Clerks and distributes to appropriate townships and city clerks.
- Orders, maintains and distributes all election, voter registration and campaign finance supplies, including supplies for the voting machines.
- Reviews and verifies documents, general reports, and records for accuracy and conformance to departmental policies and procedures.
- Answers a wide variety of public inquiries requiring considerable knowledge and familiarity with voter registration and election process.
- Compiles data for special reports.
- Other duties as assigned.
SUPERVISION RECEIVED:
Work is performed under the general supervision of the County Clerk/Register of Deeds.

SUPERVISORY RESPONSIBILITIES:
May supervise or instruct deputy clerks on work details and procedures relevant to the election process.

EXPERIENCE, SKILLS, EDUCATION:

A. A Bachelor's Degree (BA) in Business Administration, Public Administration or equivalent four-year college;
B. Associates Degree with five to ten years related experience and/or training.
C. As appointed by the elected County Clerk/Register of Deeds.

- Knowledge of and interpret applicable federal, state and local regulations. Develop, apply and explain department and County procedure and policies. Plan and coordinate work staff activities, prioritize, instruct, set deadlines, objectives, measure success, and make recommendations and resolve issues. Methods of research, planning, conducting and implementing major studies or projects. Design and recommend new forms, reports or procedures. Ability to understand and work in complex data processing system, analyze data and exercise sound financial judgment. Analyze administrative problems, evaluate alternatives and implement sound solutions. Prepare and present reports, speeches or training programs to groups. Provide training and guidance in handling difficult or complex problems or resolving escalated complaints or disputes. Work independently with limited direct supervision. Coordinate activities with other departments.
- Ability to communicate effectively and efficiently with management, co-workers and clients; obtain and communicate accurate information; apply common sense understanding to complex instructions and respond accordingly; communicate complex ideas through graphs, charts, presentations, reports or other professional correspondence.
- Knowledge or understanding of basic administrative tasks: operate standard office equipment; document management; prepare and maintain records, various correspondences and reports; answer general inquiries and refer as necessary; answer telephone calls, process mail, order supplies/equipment; prepare meeting agendas, attend meetings, record/transcribe/distribute minutes; entering, transcribing, recording, storing or maintaining information in written or electronic form with speed and accuracy; maintain calendars, arrange meetings, schedule rooms and equipment as necessary.
- Writing, reading, mathematical principles; proficient computer skills-Microsoft Office Suite, Outlook; exercise sound judgment and decision making in accordance with policies and procedures; ability to research and problem solve independently; knowledge of County operations and functions; ability to prioritize and time manage; handle stressful situations, provide effective and friendly customer service; support the County's mission and values; ability to think critically where necessary.

ESSENTIAL ABILITIES FOR ALL ST. CLAIR COUNTY JOB CLASSIFICATIONS:

- Ability to demonstrate predictable, reliable, and timely attendance.
- Ability to read, write & communicate in English; follow written and verbal instruction and understand basic mathematics and figure checking.
- Ability to interpret and apply procedures, rules, technical information, instructions, manuals to complete tasks accurately and on schedule.
- Ability to learn from directions, observations, and mistakes; and apply procedures using good judgment.
- Ability to use discretion and maintain sensitive and confidential information.
- Ability to work independently or part of a team; ability to interact appropriately with others such as County officials, employees, vendors and the general public.
- Ability to work under supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
- Adaptability to change in the work environment, managing competing demands and ability to deal with frequent changes, delays or unexpected events.
- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Proficient skills using Microsoft Office programs including, but not limited to: Word, Excel, Access, and Outlook required. Proficiency may be tested.

CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Normal office hours are from 8:00 a.m. through 4:30 p.m.
- Generally works in a normal office environment.
- The noise level in the work environment is moderate with many interruptions.

Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: It is the policy of St. Clair County not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, disability that does not prevent performing essential job functions or because he or she is a protected veteran.